

# PROFESSIONAL GROWTH SYSTEM TIMELINES CAPITAL PROJECTS CALENDAR 2022-2023

August 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August:

- 31<sup>st</sup> – Review access rights in MyPGS for yourself, supervisory staff, and SLO review team and submit requests to PGS Department

September 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## September:

- 30<sup>th</sup> – Self-Assessment and Goal Setting completed by employee in MyPGS
- 30<sup>th</sup> – Late hire deadline – new hires after the deadline will have their first Formal Observation due by the 80<sup>th</sup> Day, moving their first year of Probation to the following year

October 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## October:

- 7<sup>th</sup> – Goal Setting meetings completed for all employees
- **24<sup>th</sup> – 40<sup>th</sup> Day of Instruction**
  - Probation-A and Off-Cycle employees
    - Pre-Observation Conference completed
    - Formal Observation completed
    - Post-Observation Conference, Observation notes, evidence and artifacts loaded in MyPGS and Sign-Off completed by evaluator and employee (must take place within 5 working days of the Formal Observation)

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January:

- **11<sup>th</sup> – 80<sup>th</sup> Day of Instruction**
  - Probation-A, Probation-B, and Off-Cycle employees
    - Pre-Observation Conference completed
    - Formal Observation completed
    - Post-Observation Conference, Observation notes, evidence and artifacts loaded in MyPGS and Sign-Off completed by evaluator and employee (must take place within 5 working days of the Formal Observation)
- **27<sup>th</sup> – All SLOs must be ready for implementation**

January 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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February 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February:

- 1<sup>st</sup> – Notification of possible less than Effective evaluations must be provided to employees and Director of Professional Growth Systems

March 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March:

- **10<sup>th</sup> - 120<sup>th</sup> Day of Instruction**
  - For all Licensed employees
    - Pre-Observation Conference completed
    - Formal Observation completed
    - Post-Observation Conference, Observation notes, evidence and artifacts loaded in MyPGS and Sign-Off completed by evaluator and employee (must take place within 5 working days of the Formal Observation)

April 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April:

- **17<sup>th</sup> – SLOs must be approved and signed off by Administrators**
- **17<sup>th</sup> – Draft of all less than Effective evaluations** must be provided to Area Superintendent and Director of Professional Growth Systems

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May:

- **17<sup>th</sup> – Evaluations due for all Licensed employees** (excluding Observation Only plans)
  - Licensed Evaluations
    - Qualitative Rating on all standards
    - Evaluation Narrative on all standards

June 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- **31<sup>st</sup> – Evaluations due for all Post-Probationary ESP employees**
  - ESP Evaluations
    - Qualitative Rating on all standards
    - Evaluation Narrative on all standards